



McKinnon Netball Club Inc



CI No. A0107114L
info@mckinnonnetball.com.au

KDNA Team Manager's Information Guide



Thank you for volunteering to be a Team Manager this season. It is an important and vital role for the smooth functioning of our teams and club. To assist you in this role we have compiled an information guide to help you answer questions you may have about managing a netball team. Included in this guide is a "Getting Started – Team Manager" and a "KDNA Quick Reference Guide"

The purpose of the Team Manager is to manage the running of the team which allows the coach to focus entirely on coaching and training. As the Team Manager you are the first point of contact for the team and the liaison between coach, parents, players and the Committee. Your role is also to encourage and foster positive team morale.

Getting started – Team Manager

Below is a summary of what you need to know to get started.

Start of the season

- Have a valid [WWC](#) linked to MNC.
- Create and distribute team contact details.
- Setup Team WhatsApp.
- Download MNC TeamApp – team.
- Create a roster for fruits/oranges and scoring.
- Check all players have uniforms.
- Check if any players will be away during the season.

Before the game

- Arrange fill-ins/borrow players if required.
- Email parents to remind them of rostered duties and game details for the coming week.
- No team to take the court with fewer than 5 players.
- In the event of a forfeit your team will incur a loss of four (4) points and a \$70.00 fine.

Fill-ins/Borrowing players

- Fill-ins may be obtained from a younger age group, or from a section below in same age group (playing at an earlier time).
- Player can fill in for another team max 2 times.

At the game

- Check rostered parents are at the game. If first named team (home), ensure they have collected the scoresheet, the coach's and scorer's bib from the Court Supervisor's Office. At the end of the game they will need to return the bibs and scoresheet. If second named team (away), the rostered parent will pick up and return the coach's and scorer's bib. They must also stand with the other team scorer.
- Ensure all players are at the game.
- Players need to have nails trimmed or taped – trimmed nails not to be seen over fingertips – checked by umpires prior to each game.
- Only the coach is to call out instructions to the team. Parents are to cheer and encourage.
- No jewellery may be worn, but piercing must be taped with micropore tape (available at pharmacies)
- Wet weather – players are to attend the courts and the scoresheet is to be filled out. KDNA will decide if the game goes ahead.
- Blood - bleeding player must leave the court immediately. Can return when blood is covered/cleaned.
- Ensure first aid protocol is followed. *Please refer to the first aid section below.*
- Ensure injuries/incidents reported to KDNA following the game.

Weather extremes – Cancellations

Game day

- In extreme weather all team members are still expected to report to the courts for their scheduled matches, unless KDNA advises otherwise (please see below).

KDNA Quick Reference Guide

General Information:

Please direct all correspondence from your Clubs Committee to kingstonnetball@bigpond.com

- No team to take the court with fewer than 5 players. A maximum of 12 players may play in a team during a match.
- First named team on score sheet will have centre pass, other team will have choice of end.
- Match ball supplied by KDNA – officiating umpires will bring to each the courts
- Coach and scorer from each team are required to wear red coach's bib and black scorer's bib. Exception is the Open Age teams.
- All matches will be 4 x 10 minutes quarters with a two-minute break at half time. Exception NSG Round Robin 4 x 8mins quarters with a two-minute break at half time.
- No break in time at $\frac{1}{4}$ and $\frac{3}{4}$ time – quick change of ends for both teams – these are not to be taken as a coaching break – coaches please refrain from going onto the court.
- All players participating in the match to have a playing position recorded as they take the court.
- Players not participating in the match please put a line through their name on the score sheet
- All four (4) quarters for each player for NSG- Round Robin and 11Yrs/U sections MUST be recorded on the weekly score sheet.
- Players are bound to their team after their first game. Clubs wishing to move player/s will need to seek KDNA approval.

Uniform:

- All players must be in correct CLUB uniform by Round 3.
- Club uniforms; Netball Dress with Netball briefs or Netball shorts that are dark or matching dress colour and not worn lower than dress. Or Netball shorts no pockets and Netball Top no buttons.
- Tracksuit pants, gloves, hard peak caps and singlet tops and not permitted to be worn.
- Soft caps may be worn.
- Only a white long sleeve top can be worn under all club dresses if players feel this is necessary. Fingernails must be kept short or securely taped with soft adhesive tape, not white or brightly colored tape. Correct finger tape to be used for fingernails.
- Watches and other jewelry must be removed before playing netball, although earrings or wedding rings may be worn if securely taped.
- Visible body piercing must be taped and approved by the Umpire Supervisor prior to playing.
- The umpire may direct a player to leave the court if incorrect uniform is worn.

Scoring: Please refer to KDNA By Laws - 15.1-15.7

- Before Match Collect from Court Supervisor's window: -
 - Home Team Score sheet for the match together with 1 x coach and 1 x scorer bib
 - Away Team 1 x coach and 1 x scorer bib
- End of Match Return to Court Supervisor's window: -
 - Losing Team Scorer and Coach bibs
 - Winning Team Coach and scorer bibs together with the signed score sheet with scores totaled.

Borrowing Players Information link:

[http://kingstondna.vic.netball.com.au/files/39491/files/2020/how%20to%20borrow%20a%20player%20\(2\).pdf](http://kingstondna.vic.netball.com.au/files/39491/files/2020/how%20to%20borrow%20a%20player%20(2).pdf)

Age requirements also apply to fill-in players:

- The minimum age requirements for each section: - Open – 15 years
- 17/U - 14 years 15/U - 12 years 13/U - 11 years 11/U – 8 years
- NSG Round Robin players can fill in with no restrictions regarding the number games in any one season for 11Yrs/U teams.
- Please Note: Under KDNA By Laws players from an outside Association can be used, but are NOT considered a borrowed (fill in) player, they become a team member once played with the team, therefore the New Player procedure applies.

New Players:

- After submission of your Clubs team sheets to KDNA, please add the following details to the score sheet of the new player/s first game:
Full name - email address - DOB- MyNetball Registration # (if known)
- This process also applies to returning club players that were omitted from clubs submitted team sheets to KDNA.

MyNetball Registration (VNA):

- Compulsory Insurance for all players as KDNA is affiliated with Netball Victoria.
- NSG-Competitions - \$68 Players 7yrs turning 8 in 2020 (participants will receive a NV pack)
- Juniors 11 – 17 years \$58 Born between 1/1/2003 – 31/12/2009 (not turning 18Yrs in 2020)
- Seniors 18 & Over \$78 Born on or before 31/12/2002. (players turning 18 yrs old in 2020)
- MyNetball Registrations for 2020 to be purchased “on line” through your Clubs link. Single Game MyNetball vouchers available <http://kingstondna.vic.netball.com.au/>

Female Netball:

- 13/U*, 15/U*, 17/U and Open
- *Males may participate must be < 13 years of age as at the first day of competition. Males that turn 13 during the completion may participate for the duration of that season.

Mixed Netball:

- 13/U All female teams may register. Boys may play unrestricted. 15/U, 17/U and Open. All female teams may register.
- 3 males on court at any one time and a mixed team must only have up to one male in each third on court at any one time.
 - one male is permitted in the defence third occupying the position of Goal Defence or Goal Keeper, and
 - one male is permitted in the mid third occupying the position of Centre, Wing Attack or Wing Defence, and
 - one male is permitted in the goal third occupying the position of Goal Attack or Goal Shooter.

Clearances:

- Players require a clearance, if less than 12 months has elapsed since playing with a registered KDNA club. If a player has not taken the court for a period more than 12 months no clearance is required.
- After the commencement of any given season a player may NOT clear to another club if said player has participated in 3 or more games with their registered team.

Player Clearance Information link:

<http://kingstondna.vic.netball.com.au/files/39491/files/2018/Player%20Clearances.pdf>

Clearances for KDNA Representative Players: As per KDNA By Law 6.9 - 6.10- 6.11

- 6.9 A player who has been a Junior Representative Player (Open, Reserve or Development Squad) in the previous 12 months (2 seasons) WILL NOT BE CLEARED to a domestic (club) team that already contains 4 or more Junior Representative Players.
- The maximum amount of KDNA representative players allowed in a team where a representative player is seeking transfer into it from another club/team is 4 in total. The transferring player would make up the 4th representative player in that team
- 6.10 Teams may have as many “home grown” representative players in a team as they wish, however no new representative players will be cleared to this team from other clubs, if it already has four or more Junior Rep players (including “home grown” players.)
- The term “home grown” shall refer to players who have grown up through the club and subsequently become representative player.
- A Club player (that is a player who is not a representative player and has not been a representative player in the previous 12 months), can be cleared to another club/team without restriction.
- Representatives player who had been cleared from another club will not be considered “home grown” until they have completed a period of two or more domestic seasons (12 months).
- The only circumstances where a representative player may be considered home grown by the receiving club/ team would be if the club where the representative player was home grown ceased to play in the KDNA domestic competition.
- These cases would need to be reviewed by Management Committee on case by case basis as per By-Law 6.2.
- However, even in these circumstances’ clubs should play close attention to not creating a super team, as in By-law 6.11.
- Clubs should be wary about constructing “super teams” as this does not fit within the ethic of encouraging a fair and sportsmanship competition at domestic level.
- 6.11 If KDNA Management Committee believes a “super team” is applying for entry into the domestic competition then it may act in accord with By-law 18.2.

Team Fees:

- \$110.00 NSG Round Robin
- \$550.00 – 11Yrs/U, 13Yrs/U 15Yrs/U Open Age. Teams fees to be paid to KDNA by Round 3.

Finals:

- Players must play at least 3 games with their team to be eligible to compete in final series.
- Players may only play finals matches in their registered team, except if a team in their Club does not have seven eligible players available to take the court in any finals match may use a player from the same Club in a lower grade or division provided that the player filling in has played three (3) games with the Club and that her original team is no longer involved
- In finals. The names of fill-in players must be submitted to the Competitions Manager 48 hours prior to the match for verification of eligibility along with the names of the unavailable players.

Finals Court Fee:

- \$25 per team each week for each final played. KDNA to invoice clubs for the final's series.
- KDNA to receive all finals fee payment by Grand Final Day. Individual teams to pay KDNA Court Supervisor each final match.

Procedure for all Finals:

- Prior to the commencement of each final KDNA requests that team manager or coach to fill in score sheet at the Court Supervisors window with your teams starting positions.
- This enables KDNA to verify eligibility of all players participating in the finals. Officiating umpires will bring each score sheet to the match.

Umpires:

- KDNA will supply all umpires to all scheduled matches.
- NSG-Round Robin teams will have one senior umpire officiating on each court when possible.
- Umpires in training officiate at the first two time-slots of the Saturday Competition, as they are also learning the game of netball.
- Trainees have completed a one-day course and ongoing weekly training sessions with KDNA Umpire Supervisor and complete their online theory exam.
- KDNA will endeavour to supply all other time slots with a badged umpire, to assist the junior umpires
- Umpire Supervisors are on “duty” whenever possible to oversee and work with the junior umpires.
- Junior umpires are not to be approached under any circumstances.
- Coach may approach the Umpire Supervisor on duty (clearly visible in yellow jackets) once they are away from the umpire in training if they have an issue.

Club Duty:

- Each club will be rosters on over the season for a Duty Day. This will include Set up and completing a game day check list collected from the competition’s office for the purpose of risk management and/or pack up duties. Duties available on KDNA website under clubs.

First Aid:

- Ice is available from the “First Aid” area on Saturdays.
- We would encourage all Clubs/Teams to include a “first – aid” kit as part of the equipment that is supplied to your Coaches, so players can receive the attention they need courtside.
- More serious injuries can be addressed by our “first aid” officer, who can only assess at the time and advise a suitable course of action, should they need further treatment
- For insurance purposes all injuries need to be documented with KDNA’s first aid officer.

**For all your information, including KDNA By Laws, participating Clubs go to:
<http://kingstondna.vic.netball.com.au>**